

United States District Court

DISTRICT OF NEBRASKA PROBATION OFFICE

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February 1, 2006

Announcement Number: 06-02

Position Title: FULL and/or PART-TIME TEMPORARY PROBATION
SUPPORT TECHNICIANS

Salary Range: \$28,095 - \$45,648* (CL 23/1 - CL 23/60)

Starting Salary: \$28,095 (CL 23/1)

Position Location: Omaha and/or Lincoln, Nebraska

Closing Date: Friday, February 17, 2006

* The salary range reflects the annual pay if the position was full-time.

POSITION OVERVIEW

The United States Probation Office for the District of Nebraska is seeking full and/or part-time temporary Probation Technician(s) in Omaha and/or Lincoln, Nebraska. These positions are 20 to 40 hours per week depending on budget considerations and work flow. Work is generally performed in an office setting, where offenders with violent backgrounds are regularly present.

TEMPORARY EXPLANATION - Incumbents are appointed for a term of one year and one day and are therefore eligible for full benefits. Funding, however, is only available through September 30, 2006. Employment may extend beyond September 30, 2006, and the one year and one day term, depending on budget projections, allocations, and/or work flow.

JOB DUTIES - Probation Technicians provide technical support and services to probation officers. They assist officers by:

- Performing investigations of all types (e.g., collateral, presentence, post-sentence, and supervision);
- Making contact with various local law enforcement and regulatory agencies to collect and record information;
- Conducting record checks on/off site and through various automated systems;
- Collecting urine specimens from offenders and maintaining related records;

**U.S. Probation Office
District of Nebraska
Job Announcement 06-02
2**

- Monitoring offender compliance by making personal and collateral telephone contacts, preparing chronological case notes, and reviewing written monthly reports under the guidance and direction of an officer;
- Reporting noncompliance issues to officers;
- Supervising a minimal risk caseload to district standards by making inquiries via telephone or correspondence to ascertain any change in the offenders' status;
- Reporting all hazardous incidents encountered in the course of duty to a supervisor;
- Preparing correspondence as required;
- Addressing offender emergencies in an officer's absence under the guidance and direction of another officer or supervisor; and,
- Performing all other duties as assigned.

QUALIFICATIONS

EXPERIENCE/EDUCATION - Prospective candidates should have computer experience, routine keyboard skills, and knowledge of specialized court and legal terminology, database systems, and software applications. Candidates should also have a demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations. Some college is preferred. Knowledge of the criminal justice system, community corrections, or prior experience as an intern with U.S. Probation/U.S. Pretrial Services is also preferred.

REQUIREMENTS - Employees are required to use the Electronic Fund Transfer for payroll deposits. The court requires employees to adhere to a Code of Conduct, which is available upon request. Employees of the U.S. Probation Office are not included in the Government's Civil Service classification, but are under an excepted appointment and therefore serve at will. Applicants must be U.S. citizens or eligible to work in the United States. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the District of Nebraska. The U.S. Probation Office for the District of Nebraska is an equal opportunity employer and has a strong commitment to achieving diversity among staff. In particular, applications from members of under-represented groups are strongly encouraged.

EMPLOYEE BENEFITS

Employees of the U.S. Probation Office are presently eligible (proportionate to hours worked) for:

- 10 paid holidays per year;
- 13 days paid sick leave per year;
- 13 days paid annual leave for the first three years of service, 20 days for 3 to 15 years of service, and 26 days after 15 years;
- Optional participation in the Federal Employees Health Benefits and the Federal Employees Group Life Insurance plans;
- Mandatory participation in the Federal Employment Retirement Program and Social Security;
- Thrift Savings Plan (retirement) with up to 5% match;
- Optional Long Term Care Insurance, Long Term Disability Plan, and Flexible Benefits Program.

**U.S. Probation Office
District of Nebraska
Job Announcement 06-02
3**

APPLICATION PROCESS

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The U.S. Probation Office will not be responsible for expenses associated with traveling for interviews or relocating the successful candidate. References will not be contacted until an applicant is considered a finalist. Final candidates are subject to a background security check.

Copies of this position announcement and an AO 78 Application for Judicial Branch Federal Employment are available by calling **(402) 661-5999** and leaving your name and address. You may also obtain the AO 78 application form at: <http://www.ned.uscourts.gov/hire/hire.html>. Applications may be mailed or submitted electronically.

The Chief Probation Officer reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice. **Applications received after the closing date will not be considered.**

All applications must be postmarked or received electronically by Friday, February 17, 2006, and submitted to:

**Human Resources Department or USDCHR@ned.uscourts.gov
U. S. District Court
Position Announcement 06-02
111 South 18th Plaza, Suite 1152
Omaha, NE 68102-1312**

SELF IDENTIFICATION FORM: In addition, the court requests that qualified applicants complete and send a self identification form (available on the court's Web site, <http://www.ned.uscourts.gov/hire/hire.html>) to:

Human Resources Department
United States Bankruptcy Court
Position Announcement 06-02
111 South 18th Plaza, Suite 1125
Omaha, NE 68102-1312

This information will aid the federal judiciary in planning and monitoring fair employment practices programs. Furnishing the information is voluntary, and the information will not be provided to decision-makers who will be evaluating your application. Failure to complete the self identification form will have no effect on your application for employment.

Applicants may also e-mail the self identification form to eeosurvey@neb.uscourts.gov

**U.S. Probation Office
District of Nebraska
Job Announcement 06-02
4**

**Probation Support Technician
CL-23**

Introduction:

This position is located in the probation office of the district court. The incumbent provides technical support and services to probation officers in a wide range of areas, including preparation of presentence, other investigation reports, and/or case management under the guidance and direction of a probation officer or supervisor.

Representative Duties:

Assists officers in performing investigations of all types for the office and other districts (e.g., collateral, presentence, postsentence, etc). Contacts with various local law enforcement and regulatory agencies to collect and record information for both presentence investigation and collateral investigation reports.

Conducts law enforcement and other record checks via various automated systems.

Assists officers in collecting and conducting urine screens on offenders of the same gender and maintains appropriate and related records.

Under the guidance and direction of an officer monitors offender compliance by making telephone contacts and reviewing written monthly reports. Reports noncompliance issues to officer. May also oversee an inactive and administrative caseload by making inquiries by telephone and letter to ascertain if client status has changed.

As appropriate, reports all hazardous incidents encountered in the course of duty to his/her supervisor, the chief probation officer, the court, and the Probation Division of the Administrative Office of the U. S. Courts.

As required, completes investigative reports and other correspondence.

Participates in and contributes to ongoing training programs.

Handles client emergencies in an officer's absence under the guidance and direction of a probation officer or supervisor.

Factor 1, Job Requirements:

General knowledge of the criminal justice system and knowledge of probation and parole procedures, sentencing guidelines, and the supervision process. Ability to identify unusual problems for resolution or referral to probation officer or supervisor. Ability to communicate orally and in writing. Knowledge of the community and its resources. Ability to meet recurring deadlines. Ability to use various law enforcement and other automated systems.

**U.S. Probation Office
District of Nebraska
Job Announcement 06-02
5**

Factor 2, Scope and Effect of Work:

The impact of the incumbent's work is with the court and other entities having dealings in federal court matters. Work affects and contributes to the total operation and function of the court unit. Officer/Probation Support Technician "teams" result in more efficient caseload management, which permits officers to concentrate their time and effort on the the more critical aspects of their investigation and supervision duties.

Factor 3, Complexity:

Meeting required statutory and/or court deadlines is a demanding aspect of the job. Assisting a number of officers with different requirements and/or specialties adds to the complexity. Judgement and tact in dealing with a variety of individuals – from attorneys to federal offenders – makes the job difficult. Generally, work is somewhat routine with repetitive processes.

Factor 4, Work Parameters:

Work is assigned and specific instructions and guidance are given for completion. Written products are closely reviewed and contact with offenders is closely monitored. Work is subject to standard procedures and guidelines, which are found in various operating manuals and on the district's website (e.g., the Monograph 107 and 109). Assistance from officers and supervisors is readily available.

Factor 5, Personal Interactions:

Incumbent has daily contacts with personnel within the unit, other court units (such as Clerk's Office and Pretrial Services), law enforcement personnel, attorneys, outside agencies, as well as with offenders to receive and provide information.

Factor 6, Environmental Demands:

Work is generally performed in an office setting, where offenders with violent backgrounds are regularly present. Assisting in field supervision functions requires incumbent to have contact in communities/environments that may be unsafe.